

# REQUEST FOR PROPOSALS

## FOR A COMPREHENSIVE ENERGY EFFICIENCY, REPAIR & MODERNIZATION PROGRAM

The **REED CUSTER COMMUNITY UNIT SCHOOL DISTRICT 255U** requests Proposals for the implementation of energy equipment and repair, modernization, maintenance services in **all of the District's buildings** on a performance contracting basis. The school's objectives in issuing this Request for Proposal is to provide a competitive means in which to select a single qualified provider to perform the implementation of the guaranteed savings contract. The contract shall follow **Article 5/19B of the Illinois State Code**. The school will base the qualified provider selection on several criteria:

- a. Proposal Presentation, Experience, and Firm's Qualifications
- b. Technical Approach
- c. Financial Considerations & Net Economic Impact
- d. Ability to Implement Project

Upon review of Proposals received in response to this RFP, **REED CUSTER COMMUNITY UNIT SCHOOL DISTRICT 255U** will enter into a long-term contract with the highest ranked qualified provider.

# I. THE SELECTION PROCESS

## TIMETABLE

The **REED CUSTER COMMUNITY UNIT SCHOOL DISTRICT 255U** expects to undertake the selection process described below according to the following schedule:

Public notice requesting proposals is  
published in the Local Paper and in the  
IL Procurement Bulletin

01/18/08

Submission of Proposals

02/15/08 – 10:00 a.m.

**Late Proposals will NOT be accepted**

Selection of Qualified Provider

02/21/08

Public notice identifying successful  
provider and date of meeting for contract  
endorsement

02/22/08

Contract endorsement

03/20/08

## II. COMPONENTS OF PROPOSALS

- A. Provide comprehensive energy services for **REED CUSTER COMMUNITY UNIT SCHOOL DISTRICT 255U**, which may include the installation of energy savings equipment and material. The specific nature of this equipment and material will be left up to the vendor.
- B. Provide a more comfortable environment for building occupants. This may include repair or modernization of existing environmental systems. The specific nature of repair or modernization will be left up to the vendor.
- C. Provide maintenance services for any installed equipment included as part of proposal. Maintenance services may also include other areas that are not currently adequately covered by school's personnel.
- D. The qualified provider will provide a financial package that will allow payments over a specified term. This will allow the school to pay for the program within existing budget allocations.
- E. A savings guarantee will be offered as part of the qualified provider's proposal. The savings in energy and operating costs are guaranteed to cover the cost of the contract.
- F. The qualified provider will reimburse the school for the difference between the guaranteed savings and actual savings.
- G. Qualified provider must be able to demonstrate successful implementation of similar programs.
- H. If a proposal includes any proprietary data or information that the respondent does not want disclosed to the public, such data or information must be specifically identified as such on every page which it is found. Data or information so identified will be used by the school solely for the purpose of evaluating proposals and conducting contract negotiations.

### III. PROPOSAL FORMAT

Proposal must be submitted in the format outlined in this section. Each section must be identified by tabs. Every proposal will be reviewed to determine if it is complete prior to actual evaluation. The school reserves the right to eliminate from further consideration any proposal deemed to be substantially or materially unresponsive to the requests for information contained herein.

#### **SECTION A. PROPOSAL PRESENTATION (Section A is to include):**

1. Executive Summary (The challenges faced by the District and areas the company can impact)
2. Recommendations (general)
3. Financial Approach (general)
4. Company History
5. References (**proposers must have a proven track record of school performance contracts in the K-12 market in IL to be eligible as a qualified respondee**)
6. Identification of Project Team
7. Conclusion

#### **SECTION B. FACILITY NEEDS/SOLUTIONS (Section B is to include):**

1. Recommendations (detailed)

#### **SECTION C. FINANCIAL APPROACH (Section C is to include):**

1. Project financial details
2. Cash flow line item descriptions
3. Project financing options
4. Performance bonds
5. Performance guarantee
6. Financial guarantee
7. Measurement and verification
8. Insurance coverage

#### **SECTION D. COMPANY APPROACH (Section D is to include):**

1. Project development process
2. Implementation process
3. Schedule planning

4. Measurement and verification

**SECTION E. NEXT STEPS (Section E is to include):**

1. Next steps
2. Project timeline

## **IV. EVALUATION CRITERIA**

Contract Award will be considered for the qualified provider who amasses the highest point total in the categories outlined below. The maximum number of base points is 100.

- A. Proposal Presentation  
Experience & Firms Qualifications **25%**

Preferences will be given to respondents demonstrating strong capacities, experience and reputation in undertakings similar to those described in this RFP and providing authoritative documentation of the respondent's financial condition and stability.

- B. Technical Approach **25%**

Proposal should include a detailed and sound technical approach to meeting the school's comfort; energy & operating cost efficiency objectives.

- C. Financial Considerations and  
Net Economic Impact **25%**

Preference will be given to the proposals that responsibly maximize the net economic benefit to the school and that responsibly minimize the risk to the school, in connection with the proposed transaction. The energy and operating savings are guaranteed to cover the cost of the payments for the measures.

- D. Ability to Implement Project **25%**

Preference will be given to proposals demonstrating an ability to carry out the tasks and responsibilities outlined in the proposal.